

# STATE HISTORICAL RECORDS ADVISORY BOARD

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## Minutes

The State Historical Records Advisory Board (SHRAB) met on March 20, 2002 at 10 a.m. in the Board Room at the Kentucky Department for Libraries and Archives (KDLA). Board members present were: Richard Belding, Coordinator; Rebecca Ryder, University of Kentucky (UK); Mary Margaret Bell, University of Louisville; College; Sue Lynn Stone, Western Kentucky University; and Kevin Graffagnino, Kentucky Historical Society. Also present was Connie Renfro, Public Records Division Secretary. Not present were Board members James Greene, of Harlan, and Yvonne Baldwin, of Morehead, and Deputy Coordinator Barbara Teague.

Mr. Belding welcomed and introduced Kevin Graffagnino, a new SHRAB member. Minutes of the last Board meeting were reviewed. Ms. Bell made a motion to approve the minutes with a correction to the date of November 28, 2000 changed to November 28, 2001. Ms. Stone seconded the motion. Motion carried.

The Board discussed future meeting dates. The dates set for the remainder of the year were May 15, September 18, and November 20, with all meetings to begin at 10 a.m. in the Board Room. These meeting dates coincide with the time frame of grant application deadlines to the National Historical Publications and Records Commission (NHPRC).

Ms. Bell inquired whether the Board had received any feedback from the University of Kentucky (UK) grant, which the Board had recommended to approve. She also asked if the Board had received anything from the other two grant applicants, the Office of the County Clerk, Jefferson County (OCCJC), which requested funding to microfilm mortgage books, and a Mr. Alvin Seals, of Lexington, who requested funds to identify historical materials concerning African-Americans in Kentucky. Both of these applications were not received by the SHRAB for

forwarding to NHPRC but were submitted directly to the NHPRC by the applicants. Mr. Belding shared a copy of a letter from NHPRC to UK. He had written letters on behalf of the Board to inform the OCCJC and Mr. Seals of the Board's recommendations. He had spoken with the OCCJC, but no further communication had been received from Mr. Seals.

Mr. Belding reviewed the NHPRC and SHRAB grant submission guidelines. Under the revised review structure, which the SHRAB approved at its November 2001 meeting, grant applications will be submitted to the SHRAB approximately 60 days before the NHPRC deadline. Mr. Belding asked if anyone would like to serve on the grant review subcommittee as created by the Board at the last meeting. This subcommittee would work with potential applicants and help them to refine their applications before final Board review. Ms. Bell, Ms. Ryder, and Mr. Graffagnino agreed to serve on this subcommittee. Mr. Belding suggested the first task of the subcommittee would be to develop some guidelines, which might deal with scheduling proposal submissions or receiving draft grant applications in electronic form. Ms. Bell stated she would like to do as much of this task electronically, and then, if necessary, the subcommittee could meet. Mr. Belding said Ms. Barbara Teague, Deputy State Coordinator, would help identify any issues that needed to be addressed. Mr. Graffagnino mentioned to Mr. Belding that he would be the AASLH representative to NHPRC and asked if that would be a conflict of interest. Mr. Belding said he would check with Dick Cameron from NHPRC to make sure this would not create a problem.

Strategic planning has a long history with NHPRC and the state boards. Kentucky was one of the first Boards to complete an assessment report in the original round of historical records needs assessment grants in the 1980s. Although this was not actually strategic planning, the reports produced were a first effort in identifying historical records needs and issues in terms of constituencies and user communities in each state.

In the 1990s, as the NHPRC strategic plan was revisited, state boards were encouraged to formulate strategic plans of their own. The strategic planning initiative would serve as a framework for identifying needs and priorities for funding, and areas in which to encourage proposals from applicants. This could position Boards to apply for regrant money to help meet

the needs of applicants for small grants that would not be in a competitive position nationally but that might make a tremendous impact at a local repository. To receive regrant money from NHPRC, the State Boards had to complete a strategic plan and to match the NHPRC money locally. Many State Boards have been able to leverage their planning and available federal funds to approach their legislatures to say that the preliminary work had been done, the grant had been prepared, the community had been assessed, and this was the need. This puts the Board in position to say this is what was requested and these are the benefits, if the legislature would help the Board with matching appropriations. In many states, the primary beneficiaries of these grants have been local governments. Kentucky has been able to fund local government records assistance since 1985 through its Local Records Program, which began as an NHPRC demonstration grant that was later funded as a state legislative initiative. The Kentucky Department for Libraries and Archives (KDLA), the Kentucky SHRAB's organizational home, began strategic planning in 1994. Encouraged by that process, staff wanted to translate some of that experience to the SHRAB and to comply with NHPRC's request for updated strategic plans from each state. Ms. Sharon Marcum, Executive Director of the Governmental Services Center (GSC), consulted with the SHRAB in 1999 and 2000, helping the Board get to the current stage of its statewide plan development.

As an example of the type of plan this Board might like to have, Belding shared the publication of the Colorado Strategic Plan. Discussion was held on that document, and it was suggested that the Kentucky Board's publication reflect some examples of worked funded by NHPRC in the past, as well as graphics from Kentucky repositories.

The Board then reviewed the current draft SHRAB Strategic Plan. Mr. Graffagnino asked whom the audience for this plan was and suggested that the document should reflect some examples of the kind of records held by Kentucky repositories and the kinds of grants previously awarded. Discussion was held on private collections not currently in repositories and whether projects involving churches' holdings were funded. Belding noted that grants are made to non-profit organizations and institutions. Under General Considerations, the following recommendations for changes were made: 1<sup>st</sup> paragraph, 4<sup>th</sup> sentence, should be changed to: "Whether located in a large government repository, a research university, a small

public library; a religious or community organization." Addition to the 3<sup>rd</sup> paragraph should include "SHRAB is a state level means to assist various kinds of eligible institutional environments." Also add to the 1<sup>st</sup> sentence, 3<sup>rd</sup> paragraph: "works towards improving preservation of documentary resources in public or community collections." Also, the last sentence of the 3<sup>rd</sup> paragraph should include "handwritten documents and audio-visual formats."

The Board then reviewed the draft Goals and Objectives statement. Mr. Belding stated that this product reflected an effort to define a limited number of goals and objectives, recognizing the limits on the resources of the Board and on the capacities of the constituencies with which the Board might work to implement the objectives. Mr. Graffagnino asked what kind of resources the Board had. Belding said that beyond covering meeting expenses and travel of members, they were quite limited and suggested that the Board would need to make an application to NHPRC for an administrative support grant.

Belding suggested that one of the activities the State Board could sponsor in the outreach area was the coordination of a statewide celebration of an Archives Week, to coincide with other states' celebration of this event in October each year. Other states have done this with minimal spending. Among these have been issuing commemorative posters that celebrate or direct attention to the archival resources of a state and the repositories that hold them, or coordinating exhibits or collection openings to coincide with this time each year. A sponsor, possibly from the corporate sector, might assist by covering the cost of poster design and printing, in exchange for corporate exposure. Discussion was held on potential constituencies that the Board could work with either through exhibits or by speaking at meetings of interested groups or agencies, such as the Kentucky Council on Archives (KCA), Kentucky Historical Society (KHS), and KDLA. Ms. Bell stated that in the 1984-1986 period, Kentucky received a National Endowment for Humanities (NEH) grant for a project called "Reflections of the Past. " The goal of this project was to increase awareness of archival resources in Kentucky. It laid the foundation for future work in this area. There were exhibits, radio programs, publications, a lecture series, etc., but at the time of the initial project, there wasn't enough planning done on how to sustain, after the fact, the interest raised through the grant supported activity.

Mr. Belding stated the NEH grant had its origin in recommendations to address deficiencies that were identified in the *Kentucky Historical Records Needs Assessment Report*, published in 1983. In the current planning process, it will be important to identify what these needs are and to think about what the Board's role can be over the long-term. Ms. Ryder stated that the problem is in implementing what the Board says -- that we will protect and preserve, and the assumption is that we know how to do it and that we are doing it and we really are not. There are only two full-time people in the state that systematically have resources for specific preservation projects. One of the possible actions in this area might be setting up some kind of preservation infrastructure. Mr. Belding reminded Board members that the vision portion of the plan sets a course but does not claim to be the sole entity by which those objectives are achieved. Likewise with the goals and objectives: the Board, in the goals it identifies, is seeking to make a statement about important needs, and the objectives should serve to identify ways in which these goals can be accomplished, in cooperation with various parties or constituencies. That's why the action steps to implement the objectives are so important.

Mr. Graffagnino suggested applying to NHPRC to fund a 30-minute video, to be produced by Kentucky Educational Television (KET), on Kentucky historic records. This video would promote the SHRAB and its mission. KET broadcast of the video would make it possible for all Kentuckians to watch, and it could subsequently be made available for broader distribution to individuals or organizations on video cassette. Dr. Thomas D. Clark might do an introduction, and the Board could use the video to inform all Kentuckians. This video could be an important communication tool. Discussion was held on how the work of the video production would actually get done and whether the SHRAB would be directly involved or whether it might contract with a filmmaker to produce the video. Ryder suggested to change Objective #1 to read "Expand access to historical information in whatever format."

The Board took a lunch break from 12 noon until 12:30 p.m.

After lunch, the Board continued with the review of the Goals and Objectives statement. Discussion was held on SHRAB's web site serving as a point of advocacy and giving examples of the types of grants that are most likely to be funded. Mr. Graffagnino said as a researcher, it

is very frustrating to have to go to several sites to get information. It would be valuable to get an electronic database on a statewide basis. The Kentucky Guide Program was funded by NHPRC more than twenty years ago. Data was gathered from 285 repositories across the state including historical societies. The data is at KDLA and the on-line catalog that exists represents the parts that KDLA has been able to convert to electronic form. There are still some collection descriptions that have not been converted from paper to electronic form. The program coordinator regularly received updates and tried to keep the catalogue current. However, currently, that position is vacant. All of the major institutions are using the same cataloging system, Endeavor/Voyager. KYVL, the Kentucky Virtual Library, is expanding cooperation among historical records repositories.

Ms. Ryder said she would like to see a unified genealogy site created for the state. Genealogists are the most numerous customer group for archival resources. It would be good to have a core list of genealogical resource sites that could be shared by all the major repositories, instead of each one creating its own web pages. The SHRAB needs to identify likely partners or collaborators. It could sponsor a genealogy event to develop a unified web site or partner with an association like KGS, HCK or other interested groups, as members perceive this to be a need. Members felt that this could be one of the points where feedback on the current strategic plan draft could be solicited. **[Ms. Bell]** questioned whether SHRAB should be taking on this kind of task or whether it was the Board's job only to expand access to historical information in whatever format, that the Board is helping repositories and other people identify needs that could become future grant proposals. Belding stated that it is broader than that because the CFR that describes the roles of the Board talks about the Board's role as a planning body for historical records needs in the state, and this is an idea included in the draft mission statement here. That doesn't mean the Board would only be concerned with certain issues if they were grant eligible. That is where the communication and advocacy role on behalf of the historical record really comes into play. Members felt that their concern as a Board is in doing all that's possible to promote the preservation and accessibility of the historical records of Kentucky. First and foremost, to ensure that records are housed in an institutional setting that has stability and can assure the records' preservation in the future, and secondly, to make known the fact

that those institutions exist and may be a potential home for future accessions. Further discussion was held.

Mr. Belding stated that KDLA was working with the Governor's Office for Technology (GOT) in the development of an electronic records working group to representing multiple agencies and constituencies of the State Historical Records Advisory Board. That group would potentially serve in a policy development role for issues that need to be covered in the state's information architecture and standards document or governed by some kind of policy or administrative regulation. In recent years, the state passed legislation authorizing use of electronic signatures. That is one issue that is of very high interest on all levels of government because it goes to the issue of long-term maintenance and preservation of records in a trustworthy form. Electronic records, after a useful life in that format, may be output to a microfilm version, if that makes more sense as a storage medium from a cost perspective. Discussion was held on how SOLINET could help the Board with training issues in these areas.

Mr. Belding recapitulated what the Board had discussed as action steps in the strategic plan. The Board identified the idea of an extended video piece with a popular message, to address a number of the outreach or communication issues talked about at today's meeting. It was also viewed as a means by which the Board could draw on resources from repositories across the state and serve as a point of instruction and introduction to people in general about historical records issues. That particular action step was identified as something that could contribute to all four objectives identified here. Mention was made of the sports-related archival initiative that UK had been successful in getting started, of how it might be useful to other states, and of how the Board might find a way to share that information more widely. Ms. Ryder stated that she would make a personal effort to promote SHRAB. She would plan to make a presentation to team leaders and administrators at UK and do a press release. Members agreed that the Board needed to be put on the business portion of the program at KCA to inform KCA members who the SHRAB members are and to give updated information on SHAB meetings held and grants awarded. The April KCA meeting would be one of those opportunities where the Board could solicit feedback on what has been done to date, and Mr. Belding said he would

arrange that. Attendees at the KCA meeting could also get that information off the SHRAB web site, could raise issues at the meeting, or could e-mail their responses back to the SHRAB.

Mr. Graffagnino suggested that SHRAB write a one page back-of-the-magazine piece for *Kentucky Monthly*. Something like eight hundred to 1,000 words on preservation of historic records and what it means to families and what it means to Kentucky. National Archives Week is in October, and it was agreed that this would be an ideal time to run this article. There are approximately 30,000 readers of this magazine. SHRAB could also write an article for *Kentucky Magazine*.

Ms. Bell stated that there is a call-in talk show in Louisville that would be a relevant outlet for sharing information on the SHRAB's goals and objectives. It would be helpful to have at least a three persons panel who could talk about whatever topic was selected and then take call-ins. Mr. Graffagnino stated that Al Smith is always looking for topics for his KET show, Comment on Kentucky. He mentioned the possibility of having Dr. Thomas D. Clark do the presentation. Ms. Stone said there were also opportunities in Western Kentucky on "Main Street" at WKYU. Mr. Graffagnino suggested the SHRAB might contact HCK and get feedback from them. Mr. Belding suggested that these action steps be spread out over a period of time.

The Board agreed on the following action steps:

Goal 1, Objective 1 - to assist historical programs and choosing best practices in identifying sites and putting links to them and directing people to the SHRAB web site to find these sites

Goal 1, Objective 2 - to assess state needs for holding a records management scanning workshop

Goal 2, Objectives 1, 2, 3 - to produce a video promoting the importance of Kentucky historical records and their preservation

Goal 2, Objective 3 - to stimulate the amount of grant applications so that it can be used to justify an increased funding request

Goal 3, Objective 1 - to develop an archival training curriculum and to get up to date on what SAA is doing on continuing education programs

Goal 3, Objective 2 - to link to AMIA and those web sites suggested by Greg Hunter

Goal 4, Objective 1 - to contact these organizations and ask to be put on their meeting agendas so SHRAB can provide updates on NHPRC and encouragement to potential applicants; and to get input from members of these organizations

Goal 4, Object 2 - to complete the strategic plan so that the SHRAB can position itself to apply for regrant funding

Other groups to add to Goal 4, Objective 1 are the Daughters of the American Revolution, the Colonial Dames and ARMA. Mr. Belding stated he and Ms. Teague would print these action steps and make any appropriate adjustments to the Strategic Plan and Draft Goals and Objectives that responded to the members' desires. Mr. Belding asked how long the Board wanted to engage in soliciting responses to the draft strategic plan in the feedback process before it tries to finalize the plan and bring it to publication. The Board agreed to review some of this information at the May 15<sup>th</sup> meeting and work towards a final copy for the next meeting.

There being no further business to discuss, the meeting was adjourned at 2:45 p.m.